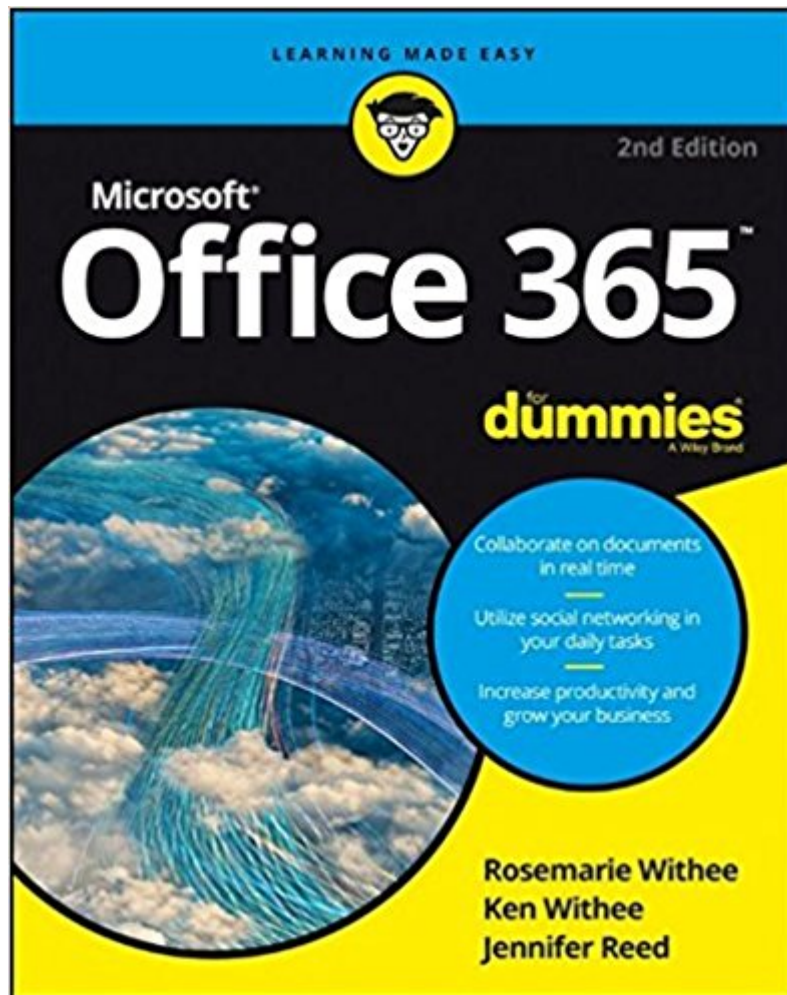


The book was found

# Office 365 For Dummies



## Synopsis

Collaborate on documents in real time Utilize social networking in your daily tasks Increase productivity and grow your business Create a virtual office anywhere If you want to get your head in the cloud and get up to speed on the features in Office 365, you've come to the right place. Inside, you'll learn step by step how to use email, take advantage of SharePoint Online for collaboration, communicate with team members using Skype for Business, get work done with the latest version of Office Online, and how to make a plan for effectively migrating your company to Office 365. Inside... Understand cloud technology Dive into SharePoint Get social at work Learn about Office Online Skype at work Set up online meetings Work from anywhere Free up IT resources

## Book Information

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## Customer Reviews

I am pretty skilled in most Office applications, but I didn't know anything about the collaboration features of Office 365. This book explains it all. Particularly intriguing were the sections dealing with SharePoint and web conferencing. In my experience, most people don't know anything about these new collaboration features that eliminate emailing documents back and forth with numerous revisions and timestamps. Office 365 makes so much sense that it will be hard to see why any organization would not use it within a few years. This is a great book that explains all of the advantages.

I find this book to be immensely helpful in explaining the concepts used to build Office 365. It does help me to understand all the additional features we will have available to us. I can't yet report on the effectiveness of its use in helping me to do things as we are just getting started with the product. Working in today's social networking environment and the cloud is the basis for the product and integrating that into our procedures at our church will be our challenge.

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